

VACANCY ANNOUNCEMENT

VA Palo Alto Health Care System

THE DEPARTMENT OF VETERANS AFFAIRS IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants receive consideration without regard to race, religion, color, national origin, non-disqualifying mental or physical disability, age (with authorized exceptions), sex, political affiliation, or any other non-merit factor.

Vacancy Annc No. 05-237 (AV)		Opening Date 10/5/05		Closing Date 12/30/05		U.S. Citizenship Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (See notes below)	
# Posns varies	Position Title LICENSED VOCATIONAL NURSE			PD Number 000000		Pay Plan, Series, Grade GS-620-3/4/5/6	
Service NURSING/REHABILITATION SERVICE (SPINAL CORD INJURY UNIT)				Promotion Potential Based on NPSB		Salary Range GS-3: \$37,332 p/a GS-4: \$41,901 p/a GS-5: \$44,429 – 46,898 p/a GS-6: \$45,847 - \$52,266 p/a	
Duty Station Palo Alto, CA				Tour of Duty: Full-time, Rotating shifts: 7:30 am – 4:00 pm, 3:30 pm – 12 midnight, 12 midnight – 8:00 am			
Work Schedule <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Intermittent <input type="checkbox"/> Part-time @ _____ hrs/wk			Subject to Bargaining Unit <input checked="" type="checkbox"/> Yes-Minimum posting: 15 work days <input type="checkbox"/> No-Minimum posting: 10 calendar days		Subject to Supervisory Probationary Period <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (First-time supervisors subject to 1 year)		
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary NTE _____ <input type="checkbox"/> Term NTE _____			Subject to Drug Testing <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (See notes below)		Physical or Medical Examination Required <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (See notes below)		
Travel and/or relocation expenses <input type="checkbox"/> are authorized <input checked="" type="checkbox"/> are not authorized		Applicants currently serving under recruitment or relocation bonus service obligation must notify this office of the conditions of their agreement.					
		Relocation bonus <input checked="" type="checkbox"/> may be authorized <input type="checkbox"/> is not authorized		Recruitment bonus <input checked="" type="checkbox"/> may be authorized <input type="checkbox"/> is not authorized			
Area of Consideration - For information on application procedures, see section on 'HOW TO APPLY'							
<input checked="" type="checkbox"/> PUBLIC - All interested qualified candidates							
Point of Contact - Inquiries should be directed to the following individual at (650) 858-3951. Andrea Verzola							
REASONABLE ACCOMMODATION							
This office provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this office. The decision on granting reasonable accommodation will be on a case-by-case basis.							
THE DEPARTMENT OF VETERANS AFFAIRS SUPPORTS A DRUG-FREE ENVIRONMENT							

THIS ANNOUNCEMENT IS AN OPEN CONTINUOUS ANNOUNCEMENT. QUALIFIED APPLICANTS WILL BE REFERRED TO THE NURSE MANAGER AS VACANCIES OCCUR. APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITIONS ARE FILLED

DUTIES: Incumbent provides direct nursing care under the direction of an RN. Provides care to patients with medical/surgical and rehabilitation in needs directed to ward promotion, maintenance and restoration of optimal functions and independence. Performs patient and family rehabilitation through patient education and multidisciplinary discharge planning. Assist in the orientation and teaching of nursing personnel.

QUALIFICATION REQUIREMENTS:

Citizenship - United States Citizenship. If applicable, non-citizens may be appointed when no citizens are available in accordance with regulations issued by the Under Secretary for Health.

Education

- Graduate of a school of practical or vocational nursing approved by the appropriate State accrediting agency and/or the National League for Nursing at the same time the program was completed. Verification can be obtained from the State approving agency of the National League for Nursing, 61 Broadway, 33rd Floor, New York, NY 10006; or
- Health care education in the military service or training in the military service which is accepted by the licensing body in the jurisdiction in which the individual is licensed as qualifying for full LPN/LVN licensure will be accepted as meeting the education requirements for VHA employment.

- The education requirement is waived for VHA employees who were converted to appointments under 38 U.S.C. 7401(3) in implementation of Public Law 98-160, enacted November 21, 1983, and for VHA employees converted to appointments under 38 U.S.C. 7405 in implementation of Public Law 99-576, enacted October 28, 1986; and for their future personnel actions under this authority. The waiver will not apply to persons appointed under 38 U.S.C. 7401(3) or 7405 after these conversions.

Licensure - Incumbent must possess and maintain a full, active, current and unrestricted licenses as a graduate licensed practical or vocational nurse in a State, Territory or Commonwealth (i.e., Puerto Rico) of the United States, or District of Columbia.

In addition to meeting the basic requirements, applicant must meet the following qualification criteria for each grade.

GS-3: None beyond the basic requirements.

GS-4: Six months of qualifying experience; or Graduation from an approved school and one year of experience that involved nursing care work in a hospital, outpatient clinic, nursing home, or other supervised medical, nursing, or patient care facility that provided a practical knowledge of human body structure and sterile techniques and procedures; or Graduation from an approved school of at least 24 months duration. LVNs at the GS-4 grade level perform all duties expected of employees at the GS-3 grade level; however, they are expected to exercise greater judgment, require less supervision, and to operate in accordance with all established policies, procedure, and techniques.

GS-5: Completion of at least 1 year of qualifying experience at the GS-4 level or equivalent. LVN at this grade level must have demonstrated knowledge and ability to provide a full-range of practical nursing care to patients with a variety of physical and/or behavioral problems. Demonstrated ability to serve as a responsible member of the nursing team and interact with patients, family members, professional and supportive personnel who provide patient care, and with members of other services.

GS-6: In addition to meeting the requirements for the GS-5 level, has completed at least an additional year of qualifying experience at the GS-5 level or equivalent. Has the knowledges and skills necessary for concentrated effort and self-direction in carrying out the most complex practical nursing care assignments, including assignments for selected acute, care, long-term or ambulatory care, or psychiatric patients requiring skilled nursing care. Serves as a member of a health care team with these selected patients and provides care to them on a regular and recurring basis. Completes assigned duties and responsibilities which involve performing nonstandard and specialized practical nursing activities at the GS-6 level, requiring broad work experience and demonstrated skill sufficient to resolve a range of nursing problems.

Promotion to each level is dependent upon meeting criteria-based performance standards and grade level criteria set by the LVN Standards Board.

APPLICANTS PLEASE NOTE: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.) Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U. S. Department of Education. Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html> All education claimed by applicants will be verified by the appointing agency accordingly.

VOLUNTEER EXPERIENCE: Appropriate credit will be given for voluntary participation in community, social service, and similar activities.

BASIS OF RATING: Grade level will be based on experience and education. Applicant's experience, education, performance appraisal, training, awards, and outside activities will be evaluated. Candidate selected will be further evaluated by the Nurse Standards Board and must meet NSB requirements prior to appointment. In addition to the basic requirements, the amount of education and experience will be assessed to determine grade level qualification. Additional experience: (1) One year of Med/Surg or Rehabilitation experience. (2) Ability to function as a member of a multidisciplinary team. (3) Ability to care for and assist patients physically and emotionally.

ADDITIONAL NOTES:

- ◇ **Funds Availability:** The position being filled is subject to the availability of funds.
- ◇ **Time-In-Grade Requirement:** Candidates for advancement to General Schedule (GS) positions in the competitive service must have completed a minimum of 52 weeks at the next lower grade level (or equivalent) commensurate with the line of progression for this position.
- ◇ **English Language Proficiency:** If applicable, individuals appointed to direct patient care positions must be proficient in spoken and written English as required by Title 38, United States Code (38 U.S.C.).
- ◇ **TB Skin Screen Test:** All applicants selected for employment with the VAPAHCS will be required to meet TB screening requirements before being placed into this position.
- ◇ **Physical / Medical Standards:** Candidates will be required to pass a physical examination before entering on duty.

- ◇ Drug Testing Position: All applicants tentatively selected for VA employment in a testing designated position are subject to random drug screen (urinalysis) for illegal drug use prior to appointment. Applicants who refuse to be tested will be denied employment with the VA.
- ◇ Direct Deposit / Electronic Funds Transfer: It is a policy of the Department of Veterans Affairs to require new employees to receive Federal wage and salary payment through Direct Deposit/Electronic Funds Transfer. On the first day of duty, new employees must bring their Social Security Card/Number, photographic identification card, and information regarding their financial institution.

HOW TO APPLY:

Eligible Permanent Employees of VAPAHCS - Submit VA Form 5-4078, Application for Promotion or Reassignment, by the closing date of this announcement.

All others, submit:

1. VA FORM 102850c – Application for Associated Health Occupations.
2. OF-306 - Declaration of Federal Employment. You must complete this form to determine your acceptability for Federal employment.
3. DD-214 - Military Discharge Paper. Veterans claiming veterans preference and those eligible for employment under veterans hiring authorities must submit a copy.
4. SF-15 - Application for 10-Point Veteran Preference. If you are applying for 10-point veterans preference, you must submit this form and the required documentation specified on the reverse of the SF-15.
5. SF-50B - Notification of Personnel Action. Transfer/Reinstatement Eligibles must submit a copy of their latest/last SF-50B.
6. College Transcripts - College transcript showing in receipt of LVN degree.
7. Schedule A applicants only - Letter from the State of California Department of Rehabilitation or from a qualified VA Counselor certifying eligibility for appointment to this position.
8. Performance Appraisal - Current/Former Federal employees must submit a copy of their most recent performance appraisal.

All application materials will become the property of the Human Resources Management Service and will not be returned, used for other positions, or duplicated once submitted.

In accordance with 18 U.S.C. 1719, use of postage-paid government agency envelopes to file job applications is a violation of Federal law and regulation. Applications mailed in postage-paid government envelopes, sent by Federal agency special courier services or submitted through Federal fax machines will not be considered.

FOR ADDITIONAL INFORMATION CONTACT: Andrea Verzola, Human Resources Specialist, at (650) 493-5000, ext. 65989 or Carol Valdon, Nurse Recruiter, at (650) 493-5000, ext. 64530.

APPLICATIONS SHOULD BE MAILED TO: Human Resources Management Service (05A), VA Palo Alto Health Care System,
3801 Miranda Ave., Palo Alto, CA 94304